

NN/LM New England Region Reporting Requirements

Online Contract Reports Database

Sign up for a password and enter your reports at: <https://outreach.nlm.nih.gov>
Upon request, we can provide you with an outline to draft your reports.

Requirements by Type of Award

Express Outreach and Knowledge Management Projects submit a mid-project report and a final report. The mid-project report is due by the end of November. The final report is due by the end of May.

Digitization Projects only submit a final report by the end of May.

Focused Outreach Projects submit a mid-project report directly to NER via email or phone to their NER project liaison, and complete a final report.

Subcontractors (awarded more than \$20,001) submit quarterly reports and a final report. Our quarterly timeline is: May – July, August – October, November – January, February – April. **Quarterly reports are due by the last day of August, November, February, and May.**

Activity Reports

Activity reports are required for training sessions and site visits. We also encourage you to complete a participant information forms, as appropriate. Please contact us to get the most recent forms. You can submit your forms directly to the Online Contract Reports Database (OCR), email them to nnlm-ner@umassmed.edu, or mail them to: Michelle Eberle, NN/LM NER, University of Massachusetts Medical School, 55 Lake Avenue North, Worcester, MA 01655. We encourage you to submit your activities directly to the OCR. Due Date: the end of each month

Exhibit Reports: Please complete an exhibit form for each health fair and exhibit.

For further information, please contact:

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Michelle Eberle, Health Literacy Coordinator, michelle.eberle@umassmed.edu (508) 856-2435

NN/LM New England Region Project Expectations

What we need from you:

- Fulfill all reporting requirements.
- All project materials should attribute the NLM as the funding source. Suggested text: “This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services, under Contract No. #HHS-N-276-2011-0001C with the University of Massachusetts Medical School.”
- Submit project materials for Medical Librarians to the MLA Educational Clearinghouse: <http://cech.mlanet.org/>. Other publications can be submitted to the Lamar Soutter Library’s institutional repository: <http://escholarship.umassmed.edu/>
- Please send us 3-5 photos of your project’s activities.
- Focused Outreach awardees are encouraged to use our pre/post evaluations at trainings. There are separate evaluations for consumers and health information providers. Express Outreach awards are also encouraged to use our evaluations. Please return all pre/post evaluations at the end of the project.

NER support for funded projects:

- We offer initial training for projects on National Library of Medicine resources and services via teleconference, webinar or onsite.
- You can use existing NN/LM training materials for project’s trainings. NN/LM training materials are available at: <http://bit.ly/1kViXQ9>. Please consult us for the latest materials and consultation to develop project specific materials and presentations.
- The Outreach Evaluation Resource Center (OERC) offers evaluation services to Network Members. <http://nnlm.gov/evaluation/> Take a look at their booklets: Planning and Evaluating Health Information Outreach Projects.
- You can print NLM Handouts from our site at: <http://nnlm.gov/ner/training/resources.html>.
- Order brochures and bookmarks at: <http://nnlm.gov/ner/training/promoner.html>.
- We are happy to answer any questions you have.
- Contact us at nnlm-ner@umassmed.edu or (800) 338-7657.